

**OFFICE OF THE STATE'S ATTORNEY
FOR BALTIMORE CITY**

INVESTIGATOR

The Office of the State's Attorney for Baltimore City is seeking an investigator.

Position requirements include, but are not limited to the following:

1. Reviewing requests for criminal records, warrant checks, locating witnesses, obtaining telephone numbers for missing witnesses, locating people in correctional institutions, obtaining police reports and arrest photos, running MVA checks for addresses, listing on Maryland and Out of State registration numbers, MVA driving records, ascertaining what vehicles are owned by an individual, obtaining statement of probable cause, obtaining juvenile records and all other requests needed by attorneys in the office.
2. Retrieving and proof reading Stet/Nol Pros forms for correctness and entering them into the Stet/Nol Pros Database.
3. Reviewing Police Officer FTA forms and entering the proof read forms in the FTA database.
4. Fulfilling any and all request from Assistant State's Attorneys and the General Trial Division Chief.
5. Testifying before the grand jury when appropriate.
6. Preparing subpoenas for records relating to criminal investigations.
7. Assisting lead investigator with requests for information when needed or any other assistance that is needed by lead investigator or the General Trial Division.
8. Using the following programs when appropriate:
 - JIS
 - CJIS (records, MVA, probation reports, DOC records)
 - LIMS (to obtain Chemical analysis)
 - Lexis Nexis (to locate witnesses and victims)
 - Accurint (to locate victims and witnesses)
 - Vine Link (to located inmates in Correctional Institutions)
 - Maryland Judiciary Case Search
 - Sex Offender Databases
 - Social Security Death Index
 - Police Department RMS program (to locate victims and witnesses and correct Police complaint numbers and calls for service)
 - Police Department Arrest Viewer (to obtain copies of Police reports and Arrest photographs)

Qualifications:

- Prior law enforcement background
- Ability to multi-task
- Good oral and written communication skills

Compensation:

Salary Range is \$41,438 - \$50,364

To Apply

All interested persons should email or fax resume and cover letter to the following person on or before close of business on June 4, 2010:

Patsy Price
Office of the State's Attorney
100 N. Calvert Street, Room 210
pprice@stattorney.org
Fax Number:
410-539-5215

NON-CLASSIFIED POSITION

THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER